



# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

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### ASSOCIATE ACCOUNTING ANALYST

\$4,619.00-\$5,616.00

### ACCOUNTING SERVICES BUREAU SACRAMENTO

**RESPONSIBILITIES:** Under the general supervision of the Accounting Administrator I (Supervisor) in the Revolving Fund and Payroll Unit, this position is responsible for independently performing the more complex professional accounting duties for travel services. These duties include but are not limited to: processing payments, developing travel services contracts, lead person, liaison with vendors, employees and other government agencies, payroll, and oversight of the Department's on-line travel booking tool. In addition, this includes gathering data and preparing analysis on various complex accounting issues, and assisting in developing automated systems to enhance the efficiency of the accounting process. Routinely uses a personal computer and software to accomplish workload.

### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures, preferably including experience in revolving funds and payroll.
- Knowledge and experience of the principles and practices of CALSTARS.
- Excellent knowledge of Excel, Word and Microsoft office.
- Excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

**WHO MAY APPLY:** Applications will be accepted from current California State employees at the Associate Accounting Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.

***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, and reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application and resume to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Associate Accounting Analyst, #192-4588-008" on the State application.** For additional information, please call (916) 492-3351.

**FINAL FILING DATE:**      **October 15, 2012 – Close of Business (5:00 pm)**

**NOTE:**      **Interested individuals, including last eligibles, must submit applications by the final filing date in order to be considered for this position.**

10/03/12 TB

### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.

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